



CITY OF WINCHESTER, VIRGINIA

CASE #: SP-_____
FEE AM'T: _____
DATE PAID: _____

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
540-667-1815
TDD 540-722-0782

SITE PLAN APPLICATION

(rev 3/15/06)

Please print or type all information

Applicant (use reverse to list additional applicants)

Telephone

Street Address

E-mail address

City

State

Zip

Owner's Signature (use reverse to list additional owners)

Owner Name (as appears in Land Records)

Telephone

Street Address

E-mail address

City

State

Zip

TYPE OF REQUEST - Please mark type of request and complete information

SITEPLAN

FEE

PARKING SPACES

(name of project)

(total fee due)

(total number proposed)

☐ New

☐ \$1,200+\$25 per parking or display space

☐ Major Revision

☐ \$1,200+\$25 per parking or display space

☐ Minor Revision

☐ \$300+\$25 per parking or display space

PROPERTY LOCATION

Current Street Address(es) _____ Zoning _____

Tax Map Identification - (sections, blocks, lots) _____

REQUIRED MATERIALS LIST

_____ 1 copy of application (this form completed)

_____ 1 completed site plan check list

_____ Fee (check made payable to the **Treasurer, City of Winchester**)

_____ 7 copies of plans

_____ Letter explaining request and grounds for request or waivers

_____ 1 copy of list of street addresses of properties within 300 feet of any portion of the site (public hearing items only)

All public hearing materials must be submitted at one time by 5:00 PM on the deadline date for the next regular meeting in order to be placed on the agenda. **Only complete applications, which includes all the above materials, will be accepted.**

I/we hereby certify that the above information is complete and correct and that public notification will be properly posted on the site not later than 14 days before the public hearing (if applicable) and that all delinquent Real Estate taxes have been paid per Section 23-9.

SIGNATURE _____ DATE _____

Applicant

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Applicant	Address
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City,	State,	Zip	Telephone
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Owner's Signature	Address
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City,	State,	Zip	Telephone
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Applicant	Address
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City,	State,	Zip	Telephone
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Owner's Signature	Address
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City,	State,	Zip	Telephone
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Applicant	Address
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City,	State,	Zip	Telephone
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Owner's Signature	Address
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City,	State,	Zip	Telephone
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